

Getting started with OP Mahara

1. Creating an account

To create a Mahara account you need to **access it for the first time through Moodle**. A link has been added to your Moodle course.

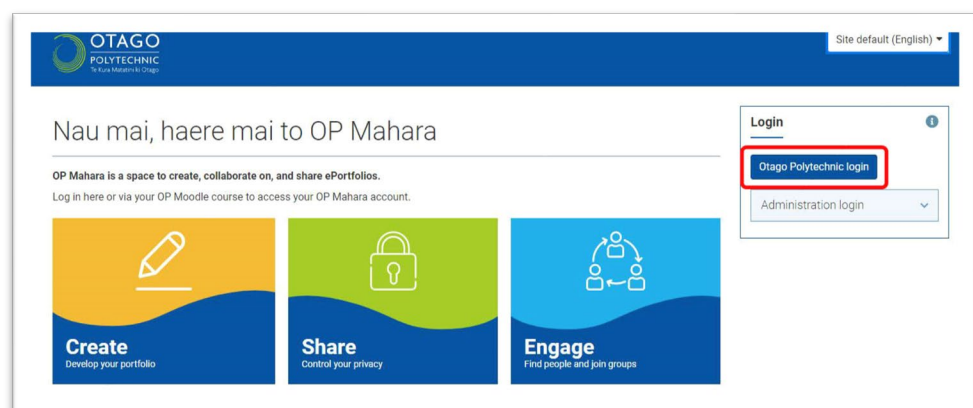
Click on the puzzle icon and you will go directly to Mahara.



Logging into Mahara

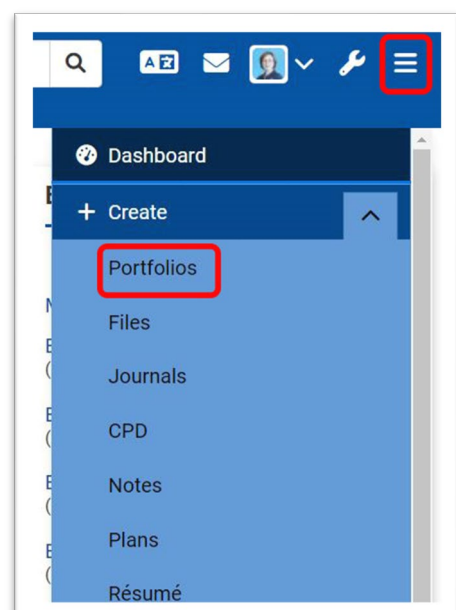
Once you have created an account in Mahara by accessing it through Moodle for the first time, you will have two ways to get to your account:

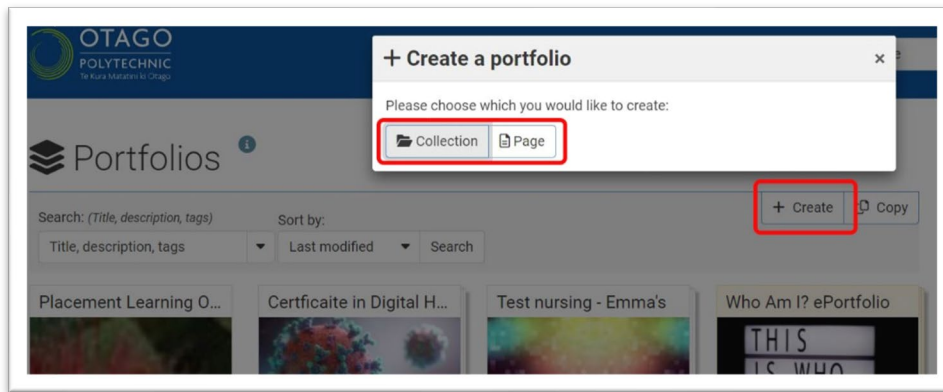
- Clicking on the **Mahara icon** in your Moodle course again.
- OR go to Mahara.op.ac.nz and Sign in.



2. Create pages to add to your ePortfolio

- a. **Add a page** by clicking on the large **Create** button on your Dashboard or using the main menu dropdown to access **Portfolios**.
- b. In the **Portfolios section** click on the **Add button** and choose **page** (screenshot below).





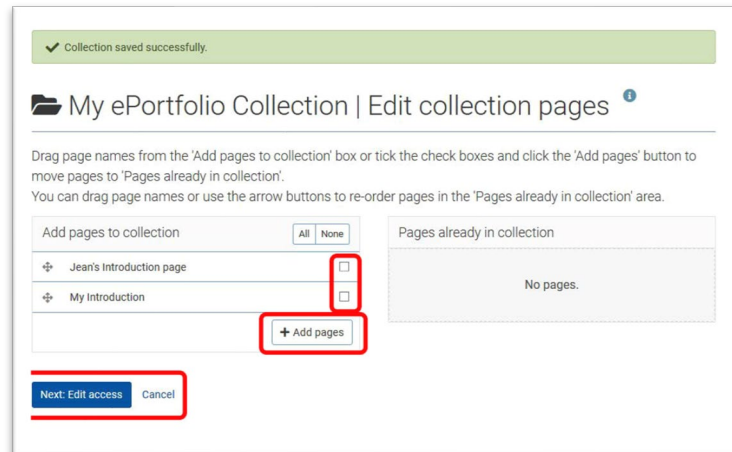
- c. In the new page form, fill in the **title field** in the Basics section (Number 1 below).
- d. Then press **Save**.

- e. Repeat this process (Steps a - d) to create more pages for your portfolio.

3. Collect your pages together to create an ePortfolio

- a. On the **Portfolios** page click the **Add** button and choose **Collection**.
- b. Add a collection name
- c. Click **Next: Edit collection pages**
- d. Choose the pages you need to add by ticking the box beside the pages and clicking **Add pages**.

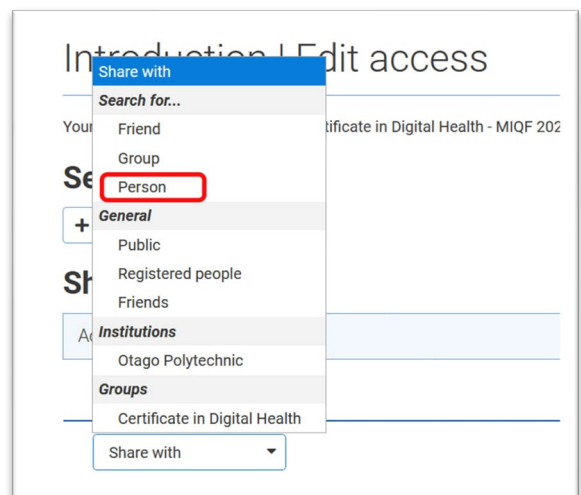
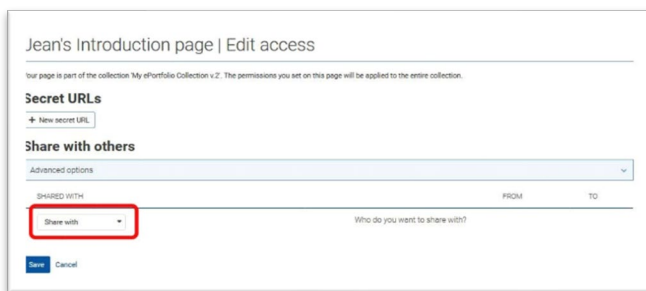
- e. Then click **Next: Edit access**.



2. Share your ePortfolio collection with your teachers

Your teachers need access so they can give you feedback on your work.

- a. Click on **Share with** and choose 'person'.



- b. A search box will appear next to it, and you can search by name to find who you would like to share with.

- c. Next, choose the role that you are giving them. Use '**Manager**'.

- d. Click **Save**.

3. Add content

You are now ready to add content or 'artefacts' to your ePortfolio. The [OP Mahara webpage](#) has step by step instructions to help you add content.

